

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Senior Assistant City Attorney	Job Family: II
General Classification: Management	Job Grade: 30

Definition: The Senior Assistant City Attorney assists the City Attorney as legal counsel for the City.

Distinguishing Characteristics: The Senior Assistant City Attorney reports to the City Attorney and may provide lead supervision to the Assistant City Attorney, Senior Deputy City Attorney and Executive Assistant to the City Attorney. This position may act as the City Attorney in his/her absence.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Prepares and gives legal advice, both oral and written to the City Council, Boards, Commissions and City departments. This includes interpretations of Federal, State, County and City constitutions, statutes, charters, ordinances, rules, regulations, court decisions, laws, etc.
2. Negotiates and drafts and/or approves legal documents such as ordinances, resolutions, contracts, deeds, leases, permits, licenses, etc.
3. Represents the City and its officers and employees in litigation or contracts for outside counsel for litigation, including: preparing pleadings, briefs, motions, and other documents in preparation of trial of cases and handling of appeals, and appearances before Federal and State courts and administrative agencies.
4. Responds to requests for information or complaints from the general public on legal issues related to the City.
5. Assists in the enforcement of the Mountain View City Code; prosecutes violators thereof.
6. Assists in the abatement of public nuisances.
7. Acts as City Attorney in his/her absence.

Minimum Qualifications:

Knowledge of: Principles and practices of civil, criminal, constitutional and administrative law, trial and appellate procedure, and rules of evidence; research techniques.

Ability to: Research, interpret, and apply laws, statutes, ordinances, court decisions and legal opinions; prepare and review pleadings and other legal documents; conduct civil suits or other legal actions; advise City officials, commissions and boards on legal matters; establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Possession of bachelor's degree and law degree from an accredited college and/or university(s); active member in good standing of the California State Bar Association; and seven (7) years of recent experience with a public agency conducting legal affairs.

Established December 1991

Revised November 1995

CLASS SPECS

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